



DOD TRAVEL CHARGE CARD

CARDHOLDER RESPONSIBILITIES:

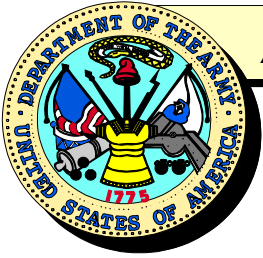
- Use travel card for all official travel expenses
- Expenses are limited to those normally reimbursed at travel settlement
- Cardholder only expenses
- Limit cash usage. Use travel card whenever possible



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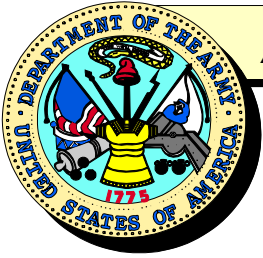
- Retain all receipts
- Submit travel voucher within 5 days of return
or every 30 days if TDY is over 45 days duration
- Use split disbursement option to pay contractor.
- Pay balance in full and on time.



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CARDHOLDER RESPONSIBILITIES:

- Undisputed charges must be paid by due date
- Disputes are the responsibility of the cardholder
- Contact merchant immediately or contractor within 60 days of statement date on which charge appears
- Charges not paid or disputed will become delinquent



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DELINQUENCY CYCLE:

- 30 Days - Past Due
- 60 Days - Delinquent - Card Suspended
- 75 Days - \$29 Late Fee charged to account
- 90 Days - Due Process letter sent to cardholder advising they have 30 days to settle account or it will be sent for collection via salary offset
- 120 Days - Card Cancelled. Credit bureau notified
- 210 Days - Account charged off



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ACCOUNTABILITY:

- Personal Financial Responsibility
- Violation of Public Law: PL105-264
- Cardholder Agreement Outlines Contractor Remedies (Late Fees, etc.)
- Statement of Understanding
- Negative Credit Bureau Reporting
- Salary Offset or Independent Collection Agency Referral